

12 September 1974

STAT

[REDACTED]
Office of the DDCI
7E-12, Headquarters

Nancy:

Attached is a roster of Senior Seminar Six which General Walters might like to see plus the schedule for the first week and a statement of objectives for our nine-week program.

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We have scheduled General Walters to leave National Airport on the flight at 1630 on Monday, 23 September. He will come directly to [REDACTED] and join us for cocktails and a buffet. We propose to have an informal session at [REDACTED] from 1900 until 2100. I'm sure General Walters will be pleased to respond to questions during a portion of the period. We have scheduled the General's departure for 2130 from [REDACTED] I hope he won't mind a few other passengers accompanying him on the return to Washington. I am presuming General Walters will have his own transportation to and from the airport.

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Thank you for your assistance in making these arrangements. I am on Ext. [REDACTED] if you have any questions.

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[REDACTED]

Chief, Senior Seminars Branch

Atts

PRIVING -

6:00 DINNER

RUN CCL 43

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SCHEDULE

CIA SENIOR SEMINAR SIX

22 September - 27 November 1974

Block I; THE SENIOR OFFICER AS MANAGER

22 - 27 September

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BLOCK MANAGER:

ASSISTANT BLOCK MANAGER:

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CIA Senior Seminar Objectives

1. Members of the CIA Senior Seminar should gain a broad understanding of pressures and problems facing CIA management, processes of change within the Agency and trends affecting its external relationships.
2. Seminar members should acquire insight into their role as managers and sharpen their appreciation of others with whom they work or have contact.
3. Seminar members should increase their knowledge of current U.S. foreign and national security policies and those developments abroad which are CIA's intelligence collection and analysis targets.
4. Seminar members should obtain an understanding of issues and trends in American society which are relevant to CIA as an organization.

CIA SENIOR SEMINARBlock I: THE SENIOR OFFICER AS MANAGER

Block I, conducted in residence at [] provides an opportunity for Seminar participants to become acquainted with each other and with the content and approach followed in the Senior Seminar. The participants will learn of the Seminar's emphasis on drawing upon its members' experience in intelligence work, their viewpoints and their insights, as the major single resource for their "learning" in this nine-week period away from office routines. The first Block points up the role of the senior officer as a manager. The week will concentrate on exercises related to management skills in the human relations field, plus a review of management by objectives, and discussions and problems confronting our senior officers in managerial positions.

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SUNDAY, 22 SEPTEMBER

1600)- Seminar Departs National Airport by Plane

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1700)- Arrive []

1730)- Welcome by COS at []

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1830)- Buffet at []

1930)-
2130)- Reflections on the Agency Colonel L. K. White

The former Executive Director-Comptroller
will reminisce on his years with the Agency.

MONDAY, 23 SEPTEMBER

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0700)-
0830)- Breakfast at []

0830)-
1130)- Seminar Orientation

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[]
Chief, Senior Seminars
Branch and Staff

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- 4 -

MONDAY, 23 SEPTEMBER - cont.

1145) - Lunch at the Mess Hall
1300)

1315) - A Look Backward at the Security
1445) Problems of the U-2

Seminar Member

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An experienced officer of the Office of Security, who spent many years working in the U-2 program from its inception, will explain the security aspects of that project. He will comment on some of the significant security problems facing his office overseas and be prepared to answer questions regarding his office as a whole.

1500) - Recreation

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1800) - Buffet at

1900) - An Evening with General Walters
2100)

TUESDAY, 24 SEPTEMBER

0700) - Breakfast at
0830)

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0845) - Videotape: Organization for
0915) the 70's

0915) - Reading Period
1000)

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1000) - Management Workshop
1200)

The Management Workshop will introduce various theories of personal behavior and individual effectiveness. Group discussion will follow to validate these theories from past experiences. Group work will enable participants to observe and experience the theories in real life situations. Discussion and critiques of the insight and learning acquired is designed to lead to the establishment of a work mode for the participants which will enhance their experience in the seminar and augment their personal effectiveness.

TUESDAY, 24 SEPTEMBER - cont.

1200)
1245)- Lunch at the Mess Hall

1300)
1500)- Workshop Continues

1500)- Recreation

STAT

1800)- Dinner at

1900)
2100)- Workshop Continues

WEDNESDAY, 25 SEPTEMBER

0700)
0830)- Breakfast at

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0830)
1100)- Workshop Concludes

1130)
1230)- Lunch at the Mess Hall

1300)
1530)- Management by Objectives

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Agency Consultant

A retired senior official of the Agency who participated in the installation of MBO as a management process will discuss what it is, how it works, how it's different and what its values are.

1530)- Recreation

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1800)- Dinner at

THURSDAY, 26 SEPTEMBER

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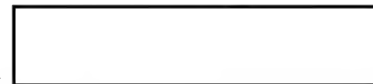
0700)
0830)- Breakfast at

0830)
0900)- Videotape: Protective Secretary

THURSDAY, 26 SEPTEMBER - cont.

0900) - Reading Period
0945) (1) Perspectives
(2) Nixon Letter

1000) - Sizing Up People
1200)



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A psychologist and consultant to the Office of Medical Services, the speaker will use films and discussion to illustrate problems of personnel evaluation. The assessment of people through interviews will be a major topic.

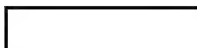
1200) -
1245) - Lunch at the Mess Hall

1300) - Sizing Up People (concluded)
1530)

1530) - Recreation

STAT

1800) - Buffet at



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1900) - Secretaries' Panel
2100)

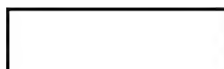


A representative panel of secretaries will discuss how to enhance the boss-secretary relationship to enable Agency officers to be aware of, and fully utilize, secretarial capabilities.


FRIDAY, 27 SEPTEMBER


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0700) -
0830) - Breakfast at



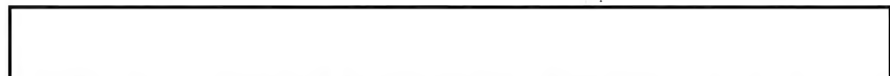
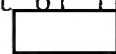
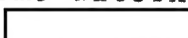
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0830) -  the "One Agency"
0945) Concept

 Seminar Member

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of the ways in which his office is, and is not, an integrated component of the Agency. He will review the reasons why  is organized as it is, weigh the advantages and disadvantages, and look at some alternatives. He will also comment about MBO 

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FRIDAY, 27 SEPTEMBER - cont.

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1000)
1145)-

1145)
1215)- Administration

1215)
1300)- Lunch at the Mess Hall

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1330)- DEPART